

PURCHASE CARD/CONVENIENCE CHECK - CHECK LIST
Purchase Card File Documentation

Vendor Name: _____

Dollar Amount: \$ _____

PURCHASE CARD/CONVENIENCE CHECK ACTIONS				
1. Type of Purchase: (Circle response)				
Purchase Card	Convenience Check			
2. File documentation: (Circle response)				
AD-700	Receipts			
AD-287-2	Quotes			
SF-1164	Packing Slips			
SF-182	Convenience Check Waiver No.			
AD-343				
3. Types of Purchase: (Circle Response)				
Supply	Local Travel			
Service	Tuition & Books			
Spot Cash Award	Emergency Salary			
		YES	NO	N/A
4. Required Source				
5. Repetitive Buy				
6. Notation of Goods or Services Received				
7. Reconciliation Timely in PCMS				
8. Prohibited Source				

9. Transaction over Single Purchase Limit			
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April 23, 2002

**PURCHASE CARD/CONVENIENCE CHECK
CARDHOLDER INTERVIEW**

Cardholder's Name: _____ **Single Purchase Limit:** _____
Monthly Limit: _____

PURCHASE CARD/CONVENIENCE CHECK - CHECKLIST	YES	NO	N/A
1. Cardholder: (Circle response) <div style="display: flex; justify-content: space-around;"> Procurement Check writer </div> Non-procurement			
2. Training Received:			
PCMS/Micro-Purchase Guide			
Purchase Card Tutorial			
Video			
PCMS			
3. Purchase Card Log Available			
4. Reference Tools Available:			
DR 5013-6			
REE Manual 213.3M			
Cardholder PCMS Quick Guides			
5. LAPC Oversight			
6. Purchase Card Secure			

Comments:

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